



MISSOURI DEPARTMENT OF SOCIAL SERVICES
FAMILY SUPPORT DIVISION

REQUEST FOR ACCESS TO FAMIS INFORMATION

ACCESS OR REVOCATION OF PROFILE TO A FAMIS USER GRANTED BY **LOCAL SECURITY ADMINISTRATOR**

NAME OF REQUESTER	USER ID
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CHECK THE PROFILES TO "A"DD OR "R"EVOKE

PROFILE	PROFILE ID	ACTIONS DONE	SUGGESTED AUDIENCE
<div>A R</div> <div><input checked="" type="checkbox"/> <input type="checkbox"/> Resource Directory Inquiry</div> <div><input type="checkbox"/> <input type="checkbox"/> Resource Update</div> <div><input type="checkbox"/> <input type="checkbox"/> Registered Provider Update</div> <div><input type="checkbox"/> <input type="checkbox"/> Courtesy Application</div> <div><input type="checkbox"/> <input type="checkbox"/> County Supervision</div> <div><input type="checkbox"/> <input type="checkbox"/> CC Provider Attendance</div> <div><input type="checkbox"/> <input type="checkbox"/> CC Reimburse Attendance</div> <div><input type="checkbox"/> <input type="checkbox"/> Caseload Maintenance</div> <div><input type="checkbox"/> <input type="checkbox"/> Case Transfer</div> <div><input type="checkbox"/> <input type="checkbox"/> Check Update</div> <div><input type="checkbox"/> <input type="checkbox"/> Universal Used Unrestricted</div> <div><input type="checkbox"/> <input type="checkbox"/> Caseworker</div> <div><input type="checkbox"/> <input type="checkbox"/> Supervisor</div> <div><input type="checkbox"/> <input type="checkbox"/> Clerical</div> <div><input type="checkbox"/> <input type="checkbox"/> Childrens Services</div> <div><input type="checkbox"/> <input type="checkbox"/> EAW</div>	DFS\$P701 DFS\$P702 DFS\$P703 DFS\$P705 DFS\$P720 DFS\$P721 DFS\$P722 DFS\$P723 DFS\$P724 DFS\$P734 DFS\$P735 DFS\$P752 DFS\$P753 DFS\$P754 DFS\$P757 DFS\$P762	Inquiry Resources/Reg Providers Maintain resources in Resource Directory Maintain registered CC providers Client data update, caseload data Invoice attendance entered Client CC receipts entered Maintain caseloads & sup units Chg client address to new county To record when check returned	All Users Clerical, Caseworkers Clerical, Caseworkers, Supervisor Caseworkers, Supervisor County Directors, Supervisor Clerical, Caseworkers Clerical, Caseworkers County Director, Supervisors, Clerical Clerical, Supervisor Staff That Handles Checks Returned to County County Directors, IM Supervisors Caseworkers Supervisor Clerical CS Staff Energy Assistance Workers

☐ Revoke All Access Revoke all profiles assigned to FAMIS User

I, the undersigned, an employee or authorized contract representative of the State of Missouri, understand that approval and assignment of the requested ID or change in access enables me to access the resources, which by law, must be utilized only in the performance of my assigned duties. Therefore, I agree to make no inquiries or updates which are not required in the performance of my official duties. I have been made aware by signing the confidentiality agreement and verbally there are numerous state and federal statutes making information confidential and that those statutes can carry penalty provisions for unauthorized disclosure of the information. Violations or disclosures on my part may result in disciplinary action that could include one or all of the following: 1) suspension; 2) civil court action; and 3) dismissal. I agree not to divulge or share my password with anyone.

SIGNATURE (PERSON REQUESTING ACCESS)	TITLE	SSN	DATE
SUPERVISOR			DATE
LOCAL SECURITY ADMINISTRATOR			DATE
ENTERED INTO FAMIS BY			DATE

Signature of FAMIS users that have terminated their employment or contract with FSD or are no longer a volunteer are not required to revoke all access to FAMIS profiles.